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# Eddie Bauer, Inc.

## College Recruiting Interview Guide #1

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Use for Management Trainee and Intern 1<sup>st</sup> interviews only.

Applicant's Name: \_\_\_\_\_

School: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Interviewing For:            **G** Management Trainee            **G** Intern

### **OPENING THE INTERVIEW**

1. Before the interview:
  - ! Review the resume.
  - ! Remember, each candidate is a customer.
  - ! Make the candidate feel at ease.
  - ! Relax and smile.
2. Tell the candidate your name, your position and the position for which they are interviewing.
3. Explain the interview structure:
  - ! "I will be following an interview guide to make sure that I remember to ask about all of the things that are important to us."
  - ! "The questions will focus primarily on things you have done in the past."
4. Explain: "I will be taking notes during the interview."
5. Ask: "Do you have any questions about the interview process before we begin?"

## INTERVIEW QUESTIONS

### Interpersonal Effectiveness

1. Tell me about the last time you had a disagreement with an instructor, fellow student, or boss about a project you were working on.

*Situation or task?*

*Actions?*

*Results?*

2. If I talked with a group of your fellow students who have worked with you on assignments or projects, what would they list as your strengths and weaknesses?

What supports your statements?

RATING FOR THIS AREA:	G SUPERIOR	G SATISFACTORY	G MARGINAL
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### Organization & Versatility

1. What has been your biggest challenge when it comes to working on many projects or assignments at the same time?

*Situation or task?*

*Actions?*

*Results?*

2. Tell me about a decision you made at work or at school that didn't turn out as expected.

*Situation or task?*

*Actions?*

*Results?*

RATING FOR THIS AREA:	G SUPERIOR	G SATISFACTORY	G MARGINAL
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## Leadership & Motivation

1. Tell me about a rewarding experience you have had or an accomplishment of which you are proud.

*Situation or task?*

*Actions?*

*Results?*

2. Tell me about the last time you were successful in leading others to meet a goal.

*Situation or task?*

*Actions?*

*Results?*

3. Describe a recent situation where you had to “go the extra mile” to get something done.

*Situation or task?*

*Actions?*

*Results?*

RATING FOR THIS AREA:

G SUPERIOR

G SATISFACTORY

G MARGINAL

## Mobility & Salary Expectation

1. Are you willing to relocate? If yes, to what areas?

2. What are your salary expectations?

*It s OK if the applicant doesn t have an answer for this question. Take the opportunity to ensure that each applicant knows our approximate pay (Example: Low 20's ). This will eliminate any surprises when it comes time to make an offer.*

RATING FOR THIS AREA:

G SUPERIOR

G SATISFACTORY

G MARGINAL

## CLOSING THE INTERVIEW

1. Ask the candidate: "Do you have any questions for me?"
2. Give a hard or soft sell, depending upon the candidate's qualifications.
3. Tell the candidate when they can expect to hear back from you.
4. Complete the following Candidate Evaluation prior to your next interview.

## CANDIDATE EVALUATION

1. Rating Summary	SUPERIOR 2 points	SATISFACTORY 1 point	MARGINAL 0 points
Interpersonal Effectiveness	G	G	G
Organization & Versatility	G	G	G
Leadership & Motivation	G	G	G
Mobility & Salary Expectation	G	G	G

Total Points: \_\_\_\_\_

2. Strengths:

3. Concerns:

4. Recommendation:           G Decline Candidate                                   G Second Interview

5. Additional Comments: